FilmL.A., Inc.
6255 W Sunset Blvd, 12th Floor
Hollywood, CA 90028
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

Summary Information

Permit No: F00161402-A **Type of Permit:** FILMING **Release Date:** 02/03/2020

Production Company	UNIVERSITY OF SOUTHERN CALIFORNIA
Insured Company Name	UNIVERSITY OF SOUTHERN CALIFORNIA
Contact Phone No. 1	213-740-2895
Contact Phone No. 2	
Fax	213-740-7308
Address	851 DOWNEY WAY, HSH 300 LOS ANGELES, California 90089
Production Title	UNTITLED
Type of Production	Student

Producer	Kaitlin Peters
Director	Paul Adams
1st AD	Paul Adams
Production Manager	Kaitlin Peters
FilmL.A. Coordinator	Ramona Jones
Location Manager	Kaitlin Peters
Primary Phone	Mobile - 818-292-2332
Secondary Phone	
Location Assistant	Paul Adams
Primary Phone	Mobile - 301-906-6252
Secondary Phone	

Fees

LA CITY DEPT OF REC AND PARKS PARK MONITOR FEE	$38.00

Total Permit Fee $38.00

Number of Locations 1

NOT A PERMIT

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Summary Information

Location

Location 1 of 1

Permit Number F00161402-A
Production Company UNIVERSITY OF SOUTHERN CALIFOR...
Insured Company UNIVERSITY OF SOUTHERN CALIFOR...
Production Title UNTITLED

Location Manager Kaitlin Peters
Primary Phone Mobile - 818-292-2332
Secondary Phone

Location Address 4235 Monterey Rd, Los Angeles, CA, 90032
Location Name ERNEST E. DEBS REGIONAL PARK
Location Type Park
Location Description ERNEST E DEBS REGIONAL PARK / LA CITY PARK
Film Dates 2/1/2020 - 2/1/2020 14:00 - 19:00 1 day
Open or Closed to the Public Open
Generic Conditions **THE CONSUMPTION OF ALCOHOLIC BEVERAGES AND THE USE OF DRUGS, INCLUDING MARIJUANA, ON LOCATION BY ANY CAST, CREW, OR INVITED GUESTS IS STRICTLY PROHIBITED.**
All vehicles must be parked on private property
Must comply with attached conditions
Must comply with attached Rec & Park Conditions. Note: No smoking in City Parks unless guided by the Rec & Park Film Office Monitor or assigned Uniformed Fire Safety Officer in designated areas
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with vehicular or pedestrian traffic
No Parking in handicap spaces at anytime.
No stopping and setting up in residential areas before 7am or after 10pm without prior approval
No stopping or setting up in front of merchants or residents without prior approval

Please see attached documents USC-UNTITLED-STUDENT LETTER.pdf
68109 -Ernest Debs Parking Lot.pdf

Equipment on Location

Type	Quantity
Cast/Crew vehicles	4

Personnel on Location

Type	Quantity
Cast	4
Crew	2

Filming Activities Exterior Dialogue; Exterior establishing shots; PARK #68109.;

Jurisdiction **Political:** Los Angeles City - Council District 01 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

Thomas Guide **Page:** 595 **Grid:** D4

Approvals LOS ANGELES CITY DEPARTMENT OF REC & PARKS - FILM OFFICE Jasmin Gomez

Coordinator Note 1 Monitor required from 2pm-6pm.
Coordinator Note RIDER "A" EXTENDS END TIME FROM 6PM TO 7PM
Coordinator Note Rider A- also collects additional 1 hr Park Monitor fee.

Parking
Base Camp
Location Type : Filming Location
Crew Parking
Location Type : Filming Location
Parking Notes
Crew/cast will park in the parking lot informed by the Park Film Office

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Permit #F00161402-A

USC School of Cinematic Arts

STUDENT PRODUCTION OFFICE
Telephone: 213.740.2895
Fax: 213.740.7308
Email: spo@cinema.usc.edu

STUDENT CERTIFICATION

Falsifying information or using an invalid production number is a violation of the student conduct code. Production numbers may only be used for the class for which they are assigned.

Date: 1/16/20 (Expires after 30 Days)

This is to certify that Paul Adams II, Kaitlin Peters, Junru Wang (NAME OF STUDENT) is enrolled in CTPR 310 (CLASS NO.)

for the SPRING (FALL/SPRING/SUMMER), 2020 (YEAR) semester and is engaged in the production of an authorized student project, USC Production Number: 201-310-3000 (PRODUCTION NO. [xxx-xxx-xxxx])

entitled _____ (TITLE OF THE PRODUCTION)

The number of cast and crew members: 1 – 3 / (4 – 10) / 10+ . (PLEASE CIRCLE ONE)

The following individuals are members of the crew who are authorized to use this form:

NAME	POSITION	PHONE NUMBER
Paul Adams II	Director	(301) 906-6252
Kaitlin Peters	Producer	(818) 292-2332
Junru Wang	Cinematographer/Editor	(626) 252-8159

Student productions undertaken by SCA students are for instructional purposes only and are not intended for any commercial use. **USC retains the copyright to the above stated student produced project.**

Student Signature: _____ Date: 1/16/20

---------- **SPO STAFF USE ONLY** ----------

USC ID Number: 8418816452 Number of CREW members certified: 3

Sincerely,

USC SCHOOL OF CINEMATIC ARTS
STUDENT PRODUCTION OFFICE

USC SCHOOL OF CINEMATIC ARTS STUDENT PRODUCTION OFFICE

S.P.O.

Revised 07/18/14

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PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

Film Production Guidelines

Welcome to the City of Los Angeles, Department of Recreation and Parks (Department). In our partnership to protect the environmental integrity of our parks the Park Film Office is providing guidelines to ensure a safe and successful film shoot. Please review and provide copies of these guidelines to the appropriate responsible persons. Thank you for the continuous use of our parkland.

ERNEST E. DEBS & PARKING LOT

- *Ok to FILM in Ernest Debs on 02/01/2020 from 2 pm - 6 pm (see plot plan).*
- *NOT ALLOWED TO COME IN PRIOR TO 2 PM, UNLESS A RIDER WAS PULLED.*
- *Scene will consist of a talent going on a walk/date by the lake (see plot plan).*
- *Ok to have tripod, camera, sound kit, dolly cart, side boards, and handheld equipment.*
- *NOT APPROVED TO HAVE A GENERATOR.*
- *Ok to PARK 4 crew cars in the parking lot (see plot plan).*
- *Parking lot must remain open at all times, NO double parking is permitted.*
- *THEY MUST ALLOW EMERGENCY VEHICLES TO PASS AT ALL TIMES.*
- *NOT APPROVED TO CATER IN THE PARK.*
- *COMPANY MUST BE CAUTIOUS OF ANY SPRINKLERS.*
- *EMERGENCY VEHICLES MUST BE ABLE TO DRIVE THROUGH AT ALL TIMES.*
- *NO GATE MONITOR WILL BE ASSIGNED, THERE WILL BE NO INS AND OUTS ALLOWED.*
- *ALL TRAILS MUST REMAIN OPEN AT ALL TIMES.*
- *CANNOT BLOCK ACCESS TO THE PARKING LOT OR TRAILS.*
- *MUST NOT ENTER THE WATER, NO EXCEPTIONS.*
- *Must leave the north end of the parking lot open and available for park patrons.*
- *Company does not have exclusive use of the parking lot.*
- *No parking allowed on the main road leading into the park.*
- *No parking in handicap stalls without valid placard.*
- *No parking in red zones.*
- *May not block or restrict access on the service road leading to the pond area.*
- *Maintenance has the right of way at all times.*
- *Trucks may not enter or exit on residential streets between 10pm-7am, upon approval from Film LA.*
- Use of City utilities (water and electricity) is $75 per use, per day and the company will be invoiced by the Park Film Office. **The company will be invoiced by the Park Film Office once filming is complete.**
- Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.
- Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.
- No simulated sex allowed on Park property.

DRAFT

- No nudity allowed on Park property.
- Film permits do not provide exclusive use of a park or recreation area and includes the use of parking lots.
- Notifications signs must be posted at least 24-48 hours prior to filming as a courtesy for the public when requesting a playground area, basketball courts, soccer fields or baseball fields.
- Parking must be open and available for public use designated with proper signage by production.
- Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.
- A 20 Foot unobstructed lane must be maintained between parked vehicles and trailers in all parking lots and Recreation and Parks roadways for emergency vehicle access.
- Due to underground plastic irrigation lines and trees having shallow root systems, staking or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.
- Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is permitted to stay overnight must be guarded by the permitted company's security group.
- Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.
- A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between park patrons, other City employees and a communication link between Permitee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact their supervisors if needed. The Permitee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.
- Smoking: No Smoking unless in designated area
- No smoking on trails.
- Fire extinguisher required for generators on site.
- Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permitee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.
- A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products. The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.

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